ECE 197 Enrollment Procedure for CPT Students:

1. Student submits the following three items to the ECE Undergraduate Advising Office in Jacobs Hall 2700
   
   A) offer letter which includes:
   - number of weekly internship hours
   - start and end date of internship
   - outline of internship responsibilities

   B) ECE 197 application form with Section I. completed. Students must have 90 units and at least a 2.5 GPA.

   C) Curricular Practical Training Request Form

2. Student will be notified through the Virtual Advising Center with instructions on how to enroll in ECE 197 and when to pick up their CPT form.

3. Student submits a 1 page written report documenting duties performed or knowledge gained from the internship to the ECE Undergraduate Advising Office in Jacobs Hall 2700 by Wednesday of finals week. Failure to submit a hard copy of their written report will result in a NP grade.

Document Processing Time:
The CPT Request Form, ECE 197 application and offer letter must be submitted by 4 pm on Tuesday to be reviewed by our faculty on Wednesday during weeks 1 or 2 of the quarter.

Please note, students:
- can enroll in 4 units per quarter
- will receive a P/NP grade
- can not receive any credit towards major requirements

My initials indicate that I have carefully read and understand the information above. ______

__________________________________________
Signature of Student                     Date

***Return this form to the ECE Undergraduate Student Advising Office in Jacobs Hall 2700.***